

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Application Number Department of Education 76-293-A Fiscal Services 134 State Office Building Date Received Application Number Date Completed OCT 3 1 1978 Atlanta, Georgia 30334 NOV 28 1978 2. Person to Contact Working Title Telephone Number Arvil Ensley 656-2497 Director 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. c. XX Amend Application No. 76-293 Check One: Change; Change; Change; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1970 to date What is the function of the Division and the Office in which this record series is created? 8. Division and Office Function The Fiscal Services Unit provides the necessary accounting services to all organizational levels of the State Department of Education for all monies received and disbursed on behalf of education in Georgia. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Disbursing Department of Education funds. included are: 1. Cancelled Checks 2. Voided Checks 3. Deposit Slips 4. Monthly Reconciliation Forms 5. Remittances Requests, and 6. Federal Program Refunds Part 1 & 2 - numerically by check humber; File is arranged: Part 3, 4, 5, 6 - chronologically by month. How often are records referred to which are: 8. Monthly Reference Rate ; Seven to twelve months old _______; Thirteen to twenty-four months old ______; One to six months old _ twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers ____ ___ ; Shelves __

YES NO 10. Questionnaire	(Place an "X" in the proper co	lumn)	TET TREE STATE TO SERVER THE SERVER S
a. Is this the office	cial copy of the series?		
X If not, where is			
X D. Does the series		requiring security handling? If yes, cite law or regu	
y c. Is this a vital re	ecord?		
X d. Does this series	s have historical or long term resea	arch value?	
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		out?	
11. Retention Requirements		s the series to be kept:	
a. State Law			2
b. Statute of limitation	6 vears	d. Audit period e. Administrative need f. Federal retention instructions	8 years
c. Federal law **	5* .years.	f. Federal retention instructions	years.
**PL 93-380, Sect. 510	*After completion	of project under a federal grant,	loan or other
Attach copy or excert of la	iws or regulations. Explain admin	istrative need. arrangement.	, I :
in the second			
	_	ome federal grants are for 3 years,	requiring
them to be kept in	or that length of time t	to comply with the federal law.	
12. Approved Disposition Instr	notions This agency recomme	ands that the file series be cut off at the end of each:	The state of the s
	-	Fiscal Year; Other	
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Other (Specify)		·	
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These instructions apoly to	all prior and future accumulation	s of the series	
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Agendy Head/Designer (Signati	ure) Date	Records Management Officer (Signature)	Date
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Recommendations para-		State Records Committee (Signature)	Date
graph 12 are approved.	State Auditor/Designee) and a	11-25-71
(If disapproved, attach letter	Vie Vie		
of explanation.)	Secretary of State/Designee	Canall Hart	11-17-28
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	Attorney General/Designee	/ WW Mull	11-27 78
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Attention. Scheduling	Andria.		1 1		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education Fiscal Services	Application Number 76 - 293	Application Number 76 - 293		
Application Number	Room 121, 12 Mitchell Street		Completed		
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2. Person to Contact Arvil Ensley	Working Title Director	Telepho 656-2	one Number 497		
b. Dispose of present a	Schedule; record will continue to accumulate. sccumulation; no further accumulation anticipated. No Check One: Change;				
4. Dates of Series	5. Records Series Title (followed by title used in office; if				
Earliest Latest 1968 To date	Cancelled Check Files				
6. Division and Office Function	in What is the function of the Division and the Office i	a which this regard series is an	2		
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organizational	vices Unit provides the necessary accounti levels of the State Department of Educati d and disbursed on behalf of education in	on for all public	\$ 		
			20		
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7. Record Series Description	This file contains the following documents (include form a Attach samples of the file.	numbers and titles, if any):			
Documents relating to:	Disbursing of Department of Education f	unds.			
Included are:	Cancelled and voided checks.		:		
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File is arranged:	Numerically by check number.		***		
8. Monthly Reference Rate	How often are records referred to which are:				
	00; Seven to twelve months old; Thirteen	to twenty-four months old	20		
9. Annual Rate of Accumulati Letter-size drawers	on of Records ; Shelves ; Shelves;	; Other (specify) 11 Record	l Center		
		boxes			

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YES NO	10. Questionnaire	(Place an "X" in the proper of	olumn)		
Х		cial copy of the series?	A cyling		Sec. 1
Х		contain confidential information	n requiring security handling	? If yes, cite law or regul	ation.
X	c. Is this a vital re	ecord? For Audit Purpos	es.		
X	d. Does this serie	s have historical or long term rese	earch value?		
NA		wo documents in the file make it scheduled separately?	necessary to keep the entire	file for a long period, cou	ıld these
Х		tion contained in this series ever	l l	DY.	
Х	a. Is the informat	tion contained in this series ever	analyzed and/or recorded in		
		opy Annual Audit Reportation of this series in your office		nov2	**************************************
Х	If yes, where?	Check Duplicates: Gene	eral Fund Expenditur	e Voucher File #76	5-233
X	i. Is this series (a	r a major portion of it) regularly	microfilmed?		
X	L L Does the recor	d series result in a computer prin	itout/		
11. Reten	tion Requirements	The following require	res the series to be kept:		
a. Sta	te Law		d. Audit period		2 years.
b. Sta	tute of limitation	6years.	e. Administrative	need	8 years.
C. Pet	deral law " "	years.	t. Federal retentio	n instructions	years,
		*After completion of			or other
Attacl	n copy or excert of la	ws or regulations. Explain admi	nistrative need.	angement.	• • • •
Record	s are needed f	or 8 years because some	e federal grants are	for 3 years, requ	uiring them 🥍
	kept for that	length of time to comp	ly with the federal	law.	
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12. Appro	ved Disposition Instr	uctions This agency recomm	ends that the file series be cu	it off at the end of each:	
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Ø De:		ves for permanent retention.			•
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Agency Hea	ad/Designee /Signat	ndres Date	Records Management Offic	er (Signature)	Date
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	/ /	// ' '.	State Records Com	mittee (Signature)	Date
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_	e approved. ved, attach letter	State Auditor/Designee	- March		1-24-16
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